### How to Procure Map

#### START

1. **Does your procurement relate to:**
   1. Infrastructure, property, property maintenance
   2. Hiring an employee
   3. A travel booking

2. **Is there a Preferred Supplier for the goods/services or a contract in place for the specific goods/services?**

3. **Is it a one-off purchase of goods/services with the total value less than $5K?**

4. **Is the TCV of the good/services less than $100K?**

5. **Is the TCV of the good/services less than $250K?**

6. **Is TCV of the goods/services less than $2M?**

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### Property

- **Contact the Commercial Manager Property***

### Employee

- **Contact your HR Representative***

### Travel

- Follow the [Travel Booking Procedure](#)

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### Check for Preferred Suppliers or access contract for existing rates

Follow purchasing process

### Raise Purchase Order or purchase on Corporate Credit Card***

(keep all receipts and submit via [expense procedure](#))

### Obtain one written quote

### Obtain three written quotes

(Detailed justification and approval required for less than three)

### Complete Procurement Lite Process

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### Complete Procurement Strategic Process

Contact Strategic Procurement for support (procurement@mq.edu.au)

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* Contact property at (02) 9850 7145. ** If you are unsure whether you are engaging an employee or contractor, contact HR or find more information [here](#). *** Use of Corporate Credit Card should align with any specific Faculty or Divisional guidelines related to permitted purchases and limits.

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**If unsure, contact the Strategic Procurement Team at procurement@mq.edu.au**

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All $ values exclude GST. TCV = Total Contract Value, which is the total expected contract or purchase value over the contract or engagement term.